



ARIZONA FIRE & MEDICAL AUTHORITY

BUDGET AND FINANCE COMMITTEE

MEETING MINUTES

Tuesday, December 8, 2020

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Committee Chairperson Miller called the meeting to order on Tuesday, December 8, 2020, at 2:00 p.m. at the **Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375. The meeting was held virtually.**

Members Present: Committee Chairperson Dawn Miller and Committee Member John Crawford

Members Absent: Committee Member Diane Price

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Division Chief Brad Puckett, Finance Manager Diane Goke, Administrative Manager Deborah Musselman, and Authority Clerk Dusty Christopherson

Legal Counsel: None

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Members David Wilson, James Young and Tony Sambol; South County Fire & Medical District Board Members Karen Gueltzow

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of November 10, 2020.

Committee Member Crawford moved that the Budget and Finance Committee Meeting Minutes of November 10, 2020 be approved. Committee Chairperson Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

B. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Financial Reports for November 2020.

Diane Goke, Finance Manager presented the November 2020 financial reports for the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority and answered any questions from Board Members.

In response to an inquiry, Ms. Goke clarified that the CARES Act reimbursement funds will be reflected on the grants line in the financial statements but noted that some of the reimbursement funds are reflected in the Fiscal Year 2019/20 financials.

Committee Member Crawford moved that the Budget and Finance Committee recommend that the South County Fire & Medical District Governing Board, the North County Fire & Medical District Governing Board and the Arizona Fire & Medical Authority Governing Board approve the Financial Reports for November 2020. Committee Chairman Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: None

C. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – AssetWorks Cloud Hosting Software.

Brad Puckett, Division Chief – Support Services, stated that AssetWorks is a software package that was originally purchased in 2017 as part of an overall fuel, fleet and facilities management solution. AssetWorks was originally purchased as a locally hosted solution, and is used by the Support Services Section of the Operations Division to track fleet and facilities repairs, parts, mechanic hours, preventative maintenance schedules, and fuel usage for each individual apparatus across all AFMA jurisdictions.

The locally hosted version of AssetWorks requires IT and Support Services Staff to manage all bug fixes and technical issues that occur. In addition, the original purchase contract of this locally hosted software did not include the purchase of any future software upgrades. It has become an industry standard to purchase software utilizing a cloud hosting solution where the vendor provides all data back-ups, all software version upgrades, and all bug-fixes, as well as a 24-hour on demand trouble shooting service that will provide IT and Support Services Staff with support.

Committee Chairman Miller moved that the Budget and Finance Committee recommend that the Arizona Fire & Medical Authority Governing Board approve the use of \$33,000 in Capital Improvement Funds for needed upgrades and purchase of the cloud hosting services of the AssetWorks software program. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Ultra-Violet Scrubbers.

Division Chief Puckett stated that Staff is requesting use of CIP funds for the installation of ultra-violet scrubbers into all air conditioning units in AFMA owned facilities. On July 28, 2020 the AFMA Governing Board approved the replacement of air conditioning units at Station 104, which included the addition of UV scrubber technology. Including this technology in all AFMA owned facility air conditioning units improves the air quality in the buildings. The UV scrubbers eliminate microscopic elements including viruses, bacteria, and mold spores that can be harmful if inhaled. The scrubbers are silent, efficient, and do not accumulate dust.

In response to inquiries, Division Chief Puckett clarified that Staff is requesting to purchase 45 units and that the units themselves should last up to 7 years depending on usage. The cost to replace the unit is approximately \$700, and to replace the UV bulb is approximately \$250. The total project is estimated to be completed by Spring 2021.

Committee Chairman Miller moved that the Budget and Finance Committee recommend that the Arizona Fire & Medical Authority Governing Board approve the use of \$40,000 in Capital Improvement Funds for installation of UV scrubber technology in all AFMA owned facilities. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

E. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure Administration Building Roof Repairs.

Division Chief Puckett stated that the Administration Building was constructed in 2006 and the existing roof and swamp coolers are original equipment. Over the last 15 years, the roof on the building has had minor repairs at least three times. The most recent repair

in 2017 included sealant being applied to areas of transition in the roof lines, near appliances, scuppers, and around any skylights or cracks. Over this past monsoon season, Staff has become aware of additional minor leaks in the roof. An evaluation was completed, and it was determined that the roof needs a new coating so that the underlayment does not become damaged.

It is important to note that a specific repair of a scupper on the north corner of the office space above the IT storage room is required, however no bidders were willing to submit a cost estimate on this repair until the roof work begins and the total job requirement has been determined. This repair will need to be completed prior to the recoating. Staff is recommending the same vendor is utilized to repair the scupper and complete the roof recoating for cost and warranty reasons.

In addition to the roof repairs and coating, Staff is requesting the purchase of three swamp coolers to replace the current swamp coolers which have exhausted their useful life.

In response to an inquiry, Division Chief Puckett clarified that swamp coolers are a more effective way to cool the bay areas of the building, given the large roll up doors and the hot vehicles parked in the bays. The swamp coolers are a way to provide some cooling to those large work areas.

Committee Chairman Miller moved that the Budget and Finance Committee recommend that the Arizona Fire & Medical Authority Governing Board approve the use of \$29,400 in Capital Improvement Funds for needed roof repairs and swamp cooler replacements for the Administration Building. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

F. Receive update on existing and planned grant applications.

Deborah Musselman, Administrative Manager provided an update to the Governing Board on the existing and planned grant applications and answered any questions from Board Members.

3. SUGGESTED ITEMS FOR FUTURE BUDGET AND FINANCE COMMITTEE MEETING AGENDAS

Assistant Chief Dalton stated that the Assistance for Firefighter Grant request and an item relating to utilizing a recruitment firm for replacement of the Finance Manager will be on the AFMA Governing Board agenda for December 15, 2020.

4. **ADJOURNMENT**

The meeting adjourned at 2:42 p.m.

Dawn Miller

Dawn Miller (Feb 13, 2021 20:30 MST)

Dawn Miller, Committee Chairperson

Approved


December 8 2020 Minutes - Budget and Finance Committee Meeting


Final Audit Report

2021-02-14


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